Management Briefing on the Exchange 2000 Pilot

Your Name

Introduction

- **(Organization name) is planning to migrate to Exchange 2000**
- **Size and Complexity of the Migration means that a Pilot is necessary**
- **Plan is to migrate the pilot system into production**

FOR MORE INFO…

Intranet Location for Project Background Files

Aim

The Aim of this presentation is to provide detailed background information on the costs, duration and impact of the migration process

Technology

- **New technology being used**
  - **Benefits**
- **Standards being adopted**
  - **Benefits**
- **Standards specifically being ignored**
  - **Drawbacks & benefits**

DYA: define your acronyms!

Risk Analysis

- Summary of the risks
- Effect risk could have on business
- Balance against probability of risk occurring
- Include plans to mitigate risks
- Cover risk of implementing with no pilot

FOR MORE INFO…

Intranet Location for Risk Assessment Files

Team/Resources

- **State assumptions about resources allocated to this project**
  - **People**
  - **Equipment**
  - **Locations**
  - **Support & outside services**
- **Include amount of time for which resources will be required**

Procedures

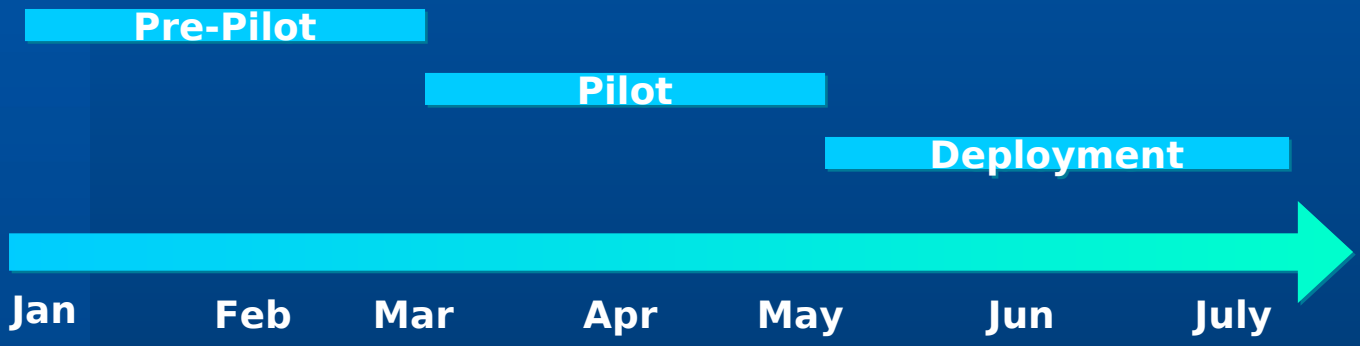
- **Highlight any procedural differences from regular projects of this type**
- **Discuss requirements, benefits, and issues of using new procedures**

FOR MORE INFO…

List location or contact for procedures document (or other related documents) here

Implementation Schedule

- **Review high-level schedule milestones here**



FOR MORE INFO…

See Project Gantt Chart

Current Status

- **High-level overview of progress against schedule**
  - **On-track in what areas**
  - **Behind in what areas**
  - **Ahead in what areas**
- **Any unexpected delays or issues**

Budget

- **Present high-level view of budget with simple bottom line figures e.g.**
  - **Hardware**
    - **2 x MegaServers - $26,987**
    - **Cabling & Restructuring - $1,000**
    - **Backup Array - $5,790**
    - **Total Hardware Costs: $33,700**
- **Cover software, contract personnel costs, training etc.**
- **Give links to full budget spreadsheets.**

Summary

- **Why we need to be doing this**
- **Why we should do it this way**
- **Why we need to do it now**
- **How much it will cost**
- **What it may cost if we don’t (opportunity, efficiency etc)**

Related Documents

- **Risk Analysis**
  - **Location or contact name/phone**
- **Budgetary Information**
  - **Location or contact name/phone**
- **Project Database**
  - **Location or contact name/phone**
- **Submit questions**
  - **Location or contact name/phone**